

Code of Conduct for Members

The purpose of this document is to set out the standards of behaviour expected of Members. Each Member must agree to adhere to this Code at all times.

Members must at all times:

Act within the Constitution of The Friends of Bury Folk and the law and abide by the Code of Conduct.

Be open and honest in their dealings, act with integrity, and show respect for other Members.

Act in the best interests of The Friends of Bury Folk and avoid bringing The Friends of Bury Folk into disrepute.

Not make any representations or statements, whether verbal or written, in any forum including on social media, nor enter into correspondence nor speak to the media about any aspect of The Friends of Bury Folk that could damage The Friends of Bury Folk or its reputation.

Not make any representations or statements, whether verbal or written, in any forum including on social media, nor enter into correspondence on behalf of The Friends of Bury Folk without the prior authority of the Committee and approval of the content by the Committee.

Work considerately and respectfully with all, respecting diversity, different roles and boundaries and avoiding giving offence. Treat all people associated with The Friends of Bury Folk, including Members, volunteers, partners and Committee Members, with respect.

Pay the annual Membership Fee when requested and in a timely manner.

Abide by the decisions taken at meetings.

At meetings Members must:

Declare any conflicts of interest as they arrive and act to ensure that these conflicts do not pose a risk to The Friends of Bury Folk.

Address themselves through the Chairperson if they wish to speak.

Speak politely and not raise their voices.

Only speak one at a time and not interrupt other speakers.

Keep to the subject under discussion.

Speak only once on an issue (unless there are exceptional circumstances) until every other Member has had the opportunity to speak thereby accounting for all opinions.

Discuss all questions arising at any meeting openly and seek to find general agreement that everyone present can agree to.

Respect all others in attendance. Members must not use aggressive, offensive or threatening behaviour. Members must not use offensive language, including racist, sexist, politically biased or inflammatory remarks and unfounded allegations nor air personal views that are likely to offend. Members must not make remarks nor act in any way which discriminates on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

Breach of Code

It is a requirement of membership of The Friends of Bury Folk that Members agree to adhere to the Code of Conduct for the duration of an individual's membership. A Member who, following investigation, is found to have breached this Code of Conduct may, as an ultimate sanction, have their membership revoked.

If any Member does not abide by the Code of Conduct during a meeting there will be a warning that if they break the Code of Conduct they may be asked to leave the meeting. The offending Member will be told that two warnings will be given and that this is the first warning. The offending Member will be told that there may be one further warning. If a further warning is necessary the Chairperson will decide if it is appropriate to ask the Member to leave the meeting.

Any Member who breaches the Code of Conduct during a meeting may be asked not to attend further meetings or may be barred from The Friends of Bury Folk if an apology is not given or the behaviour is repeated.